

# **FAUQUIER COUNTY AIRPORT COMMITTEE**

## **MEETING SUMMARY**

### **REGULAR MEETING**

Monday, December 5, 2005 – 5:30 p.m.  
Warrenton-Fauquier Airport Conference Room

#### **1. Call to Order:**

The Chairman called the meeting of the Fauquier County Airport Committee to order at 5:35 p.m. on 05 December 2005 in the Warrenton-Fauquier Airport Conference Room, Midland, Virginia. In attendance were:

#### **Committee (Voting) Members:**

James W. Van Luven	Center District Representative
Frank Rader	Lee District Representative
Rick Gerhardt	Cedar Run District Representative
Charles M. Medvitz	Scott District Representative

#### **County Staff:**

Tony Hooper	Deputy County Administrator
Michael Anderson	Airport Manager
Chrissy Kirby	Executive Assistant, County Administration

#### **Staff:**

Stephen S. Roszel, Sr.	Essar Aviation
Stephen Roszel, Jr.	Essar Aviation
Ross Dillman	Essar Aviation
Kerr Chase	Campbell and Paris Engineers

#### **Absent:**

Arthur Nash	Marshall District Representative
Bob Newman	Airport Tenant/Owner
Willis P. Risdon	Citizen at Large
Dennis Hunsberger	Citizen at Large

#### **Visitors:**

Jennifer Holloway  
David Fields  
Rich Dykes  
Don Hendrix  
Chris Batcheller  
Juan Alfonso

#### **2. Adoption of Agenda:**

Chuck Medvitz moved and Jim Van Luven seconded a motion to adopt the December 5, 2005 meeting agenda. The motion carried unanimously.

**3. Citizens' Time:**

No one spoke.

**4. Adoption of the Minutes:**

Rick Gerhardt moved and Chuck Medvitz seconded a motion to adopt the October 24, 2005 meeting minutes. The motion carried unanimously.

**5. Adventure Air Avionics Request:**

Tony Hooper reviewed the RFP for Clear Span Hangar #1.

Don Hendrix and Chris Batcheller, Adventure Air Avionics (A3), advised the Committee they are the first mobile IFR in Virginia which has completed the certification process.

Mr. Hooper reviewed the request from A3 to provide avionics installation and troubleshooting, as well as IFR certifications, at the Warrenton-Fauquier Airport.

Jim Van Luven and Chuck Medvitz requested that the final decision be deferred until the January 2006 Airport Committee meeting.

Rick Gerhardt made a motion that Tony Hooper coordinate with the County Attorney to obtain a temporary permit for business. Chuck Medvitz seconded the motion. The motion passed unanimously.

**6. Essar Aviation Request:**

Ross Dillman reviewed a request from Essar Aviation to sub-contract its maintenance services to Straight Up Aviation, LLC. Mr. Dillman indicated that Straight Up Aviation would be its own LLC with corporate restructuring. Steve Roszel, Jr. provided additional clarification of Essar's intent.

Mr. Hooper will work with County Attorney to review the legal language currently in the FBO agreement regarding providing maintenance services.

**7. Requirements for Conducting Business Activities at Airport:**

Tony Hooper reviewed the following proposed requirements for Conducting Business Activities at the Airport:

- All business activities will be limited to two years or a length of time determined by the Airport Committee at the time of application.
- Hangar shall have at least 3500 square feet of floor space.
- A minimum of 150 square feet of this space shall be devoted to office space.
- All business activities must be approved by the Airport Committee and County Administrator.
- The business shall supply and keep current a list of employees and their positions.
- Magnetic type signs no larger than 580 square inches placed on the personnel entry door are the only signs permitted. No more than one such sign per door will be permitted.
- All taxiways will be kept accessible with no outside aircraft parking longer than the time necessary for movement or repositioning of aircraft in and out of the hangar.
- Lease of tie-down space(s) may be required to properly support activities.
- No outside storage of any kind will be allowed.
- No automobile traffic should limit access of taxiways and ramps to any aircraft.
- Automobile parking longer than 10 hours is not permitted in the Air Operations areas.
- Compliance with all approved Rules and Regulations and Minimum Standards is mandatory.
- All fees must be paid in a timely manner.

Discussions regarding the proposed requirements will continue at the next Airport Finance/Operations subcommittee meeting to be held in January 2006. The subcommittee will provide updated requirements at the next Airport Committee meeting.

#### **8. Update: Airport Manager:**

Mike Anderson reviewed the following:

- Currently, there are no NOTAMS in effect.
- The Hangar Wait List has 15 individuals who have paid a deposit.
- Airport staff will be conducting a physical audit of based aircraft on December 19, 2005. All tenants and hangar owners have been notified that their hangars will be entered and aircraft registration numbers recorded per their lease agreements.
- On Saturday, November 2, 2005, the Airport hosted a HAZMAT response exercise in conjunction with Fauquier County Emergency Services. This consisted of a realistic scenario in which local emergency personnel were critiqued on their response procedures. The results are also being used to aid in the update of the Airport Emergency Response Plan.
- On Saturday, November 26, 2005 at 2:30 p.m., Catlett Fire and Rescue responded to a fuel spill at the Airport. The spill was caused by a frozen fuel filter on the Albatross releasing approximately 50 gallons of avgas. The spill was contained to a small area of the sealed asphalt ramp and absorbent was utilized to recover the fuel.
- The Agricultural RFP was released on October 26, 2005 and closed on November 10, 2005 with no responses.
- An RFP for Special Aviation Services was released on November 8, 2005 and will close on December 9, 2005. The purpose of this RFP is to locate a party to build Clear Span Hangar #1 and house a business to provide aviation services on the Airport.

- During the week of November 14, 2005, the Airport maintenance truck failed the State Safety inspection due to excessively rusted body mounts and extensive front end wear. A 2001 Dodge Dakota truck was purchased as a replacement for \$13,500.
- We are currently soliciting prices for submission for State assistance in the purchase and installation of 911 address signs for all Airport buildings.
- The bid for the installation of a pump grinder sewage tank for the new hangars will be released in the near future.
- A well permit has been obtained and a contractor has been secured for the drilling of the new well to service these hangars.
- Solicitation for State assistance is in progress for the installation of the new Jet A fuel tank.
- Airport Sewer system is still waiting final approval. The construction contractor has been contacted to provide them with the opportunity to complete the punch list items.

**9. Update: FBO:**

Steve Roszel, Jr. reviewed the following:

- Jet A tank has been certified and is ready for electrical service connect.
- T-Hangar #4 services have been solicited for construction.
- Christmas Party/Holiday Open House will be Tuesday, December 27, 2005, 12:00 noon to 4:00 p.m.

**10. Update: Campbell and Paris:**

Kerr Chase reviewed the following projects:

- Runway/Taxiway – Schedule I and II – Sediment basins have been removed
- PAPIs have been repaired and are fully functional
- Schedule III - \$23,000 under budget
- T-Hangar #3 – 50% of site work has been completed
- T-Hangar #4 – 18% of site work has been completed

**11. Update: Tony Hooper:**

Tony Hooper presented and reviewed the recommended amended Warrenton-Fauquier Airport Rules and Regulations. After brief discussion, Rick Gerhardt made a motion to adopt the amended Warrenton-Fauquier Airport Rules and Regulations. Chuck Medvitz seconded the motion. The motion passed unanimously.

Mr. Hooper reviewed the following financial information:

Description	FY 2004 Actual	FY 2005 Budget	FY 2005 Actual	FY 2006 Budget	FY 2006 YTD	FY 2007 Request
Salaries - 2 Full Time	\$ 39,661.77	\$ 64,672.00	\$ 67,692.05	\$ 66,612.00	\$ 27,152.56	\$ 72,236.00
Overtime	\$ 2,316.58	\$ 2,500.00	\$ 962.78	\$ 2,500.00	\$ -	\$ 1,000.00
Salaries - Part-Time Employee - 2 PTP	\$ -	\$ 2,388.00	\$ -	\$ 2,615.00	\$ -	\$ 14,034.00
Salaries - Temp - Employee	\$ 1,550.00	\$ -	\$ -	\$ -	\$ -	\$ 3,100.00
FICA	\$ 3,142.84	\$ 5,168.00	\$ 4,896.16	\$ 5,318.00	\$ 2,040.89	\$ 6,600.00
Retirement - VRS	\$ 3,055.14	\$ 5,703.00	\$ 7,105.79	\$ 7,099.00	\$ 2,916.27	\$ 9,137.00
Health Insurance	\$ -	\$ 8,200.00	\$ 8,200.00	\$ 9,428.00	\$ 9,428.00	\$ 13,733.00
Group Life	\$ 64.00	\$ 552.00	\$ 64.00	\$ 736.00	\$ -	\$ 1,011.00
Worker's Compensation	\$ 774.78	\$ -	\$ 1,271.74	\$ -	\$ 518.39	\$ -
Professional Services - Other	\$ 32,205.90	\$ 10,800.00	\$ 21,092.39	\$ 1,000.00	\$ 6,497.04	\$ 1,000.00
Repairs/Maintenance - Equipment/Structures	\$ 42,115.03	\$ 74,660.00	\$ 43,039.68	\$ 62,400.00	\$ 52,600.00	\$ 100,000.00
Repairs & Maintenance - Motor Vehicles	\$ 138.69	\$ -	\$ -	\$ 800.00	\$ -	\$ 300.00
Maintenance Service Contracts	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 6,000.00
Printing & Binding	\$ 77.50	\$ -	\$ -	\$ 400.00	\$ 314.08	\$ -
Advertising	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,934.00	\$ -
Services - Other Governments	\$ 1,256.34	\$ -	\$ 945.44	\$ 400.00	\$ 320.14	\$ 500.00
Fleet Fuel/Gasoline/Diesel	\$ 279.80	\$ 565.00	\$ 2,476.46	\$ 1,800.00	\$ 855.28	\$ 2,000.00
Fleet Parts	\$ 265.33	\$ 1,600.00	\$ 1,115.61	\$ 1,600.00	\$ 133.79	\$ 1,000.00
Fleet Labor	\$ 941.22	\$ 835.00	\$ 800.32	\$ 1,100.00	\$ 230.65	\$ 600.00
Electrical Services	\$ 8,567.78	\$ 7,245.00	\$ 10,716.99	\$ 15,000.00	\$ 4,075.75	\$ 17,000.00
Postal Services	\$ 1,217.29	\$ 800.00	\$ 1,205.16	\$ 1,500.00	\$ 359.49	\$ 1,500.00
Telecommunications	\$ 2,702.69	\$ 2,655.00	\$ 3,089.93	\$ 3,280.00	\$ 1,499.86	\$ 3,280.00
Insurance	\$ 5,910.00	\$ 4,000.00	\$ 7,785.00	\$ 8,000.00	\$ 9,407.50	\$ 8,500.00
Rent/Lease Equipment	\$ 363.90	\$ -	\$ 1,373.13	\$ 400.00	\$ 5,332.20	\$ 400.00
Food and Lodging	\$ 343.00	\$ 500.00	\$ 135.34	\$ 650.00	\$ 391.01	\$ 1,000.00
Mileage	\$ 48.10	\$ 1,000.00	\$ 118.69	\$ 500.00	\$ 20.47	\$ 500.00
Convention and Education	\$ 19.27	\$ 700.00	\$ 1,152.56	\$ 1,000.00	\$ 999.64	\$ 1,000.00
Dues and Association Memberships	\$ 135.00	\$ 300.00	\$ 270.00	\$ 300.00	\$ -	\$ 300.00
Office Supplies	\$ 710.38	\$ 430.00	\$ 449.91	\$ 800.00	\$ 658.96	\$ 1,000.00
Food Supplies	\$ 160.15	\$ 390.00	\$ 348.50	\$ 250.00	\$ 649.39	\$ 400.00
Agricultural Supplies	\$ 880.99	\$ 1,350.00	\$ 177.16	\$ 1,000.00	\$ 152.99	\$ 1,000.00
Medical & Lab Supplies	\$ -	\$ -	\$ 836.77	\$ 200.00	\$ 263.24	\$ 200.00
Janitorial and Laundry Supplies	\$ -	\$ 470.00	\$ 129.03	\$ 300.00	\$ 51.44	\$ 300.00
Repair and Maintenance Supplies	\$ 2,976.18	\$ 2,370.00	\$ 8,293.34	\$ 5,500.00	\$ 4,895.30	\$ 7,500.00
Equipment and Vehicle Fuels	\$ 512.46	\$ 600.00	\$ 1,228.97	\$ 1,200.00	\$ 2,553.78	\$ 2,500.00
Equipment and Vehicle Supplies	\$ 22.06	\$ 600.00	\$ 1,838.39	\$ 700.00	\$ 1,464.44	\$ 2,000.00
Uniforms & Wearing Apparat	\$ -	\$ -	\$ 189.19	\$ 300.00	\$ 116.05	\$ 300.00
Books and Subscriptions	\$ 33.90	\$ -	\$ 166.90	\$ 100.00	\$ -	\$ 200.00
Other Operating Supplies	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
Computer Supplies	\$ 330.96	\$ 180.00	\$ 213.20	\$ 180.00	\$ 126.93	\$ 300.00
Furniture and Equipment	\$ 5,236.62	\$ 400.00	\$ 8,740.02	\$ 600.00	\$ 1,683.68	\$ 1,200.00
Permits	\$ 120.00	\$ -	\$ -	\$ 250.00	\$ -	\$ 1,000.00
Technology Hardware/Software	\$ 1,142.00	\$ 250.00	\$ 531.62	\$ 250.00	\$ 2,356.59	\$ 1,000.00
Machinery and Equipment	\$ -	\$ 31,960.00	\$ -	\$ 65,000.00	\$ 14,140.82	\$ 5,000.00
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,883.00
<b>TOTAL</b>	<b>\$ 159,277.65</b>	<b>\$ 233,943.00</b>	<b>\$ 208,652.22</b>	<b>\$ 272,518.00</b>	<b>\$ 156,140.62</b>	<b>\$ 330,614.00</b>

Chuck Medvitz requested that monthly financial updates be provided to the Airport Committee.

## 12. 2006 Air Show/Fly-In Event:

Chrissy Kirby reviewed the following:

- Proposed date of event: Saturday, September 30, 2006
- Goal for the event: Continued promotion/awareness of the Airport and services available
- Event participation to include, but not limited to:
  - Local pilots
  - Aircraft static displays
  - Craft vendors
  - Car/Motorcycle displays
  - Food vendors
- Proposed entrance fee - \$5.00 per car
- Proposed vendor fee - \$25.00 per vendor
- Expansion of advertising- utilization of local newspapers, surrounding counties' newspapers and radio station(s)
- Reviewed comments from Cherry Evans, VDOA
- Limitation of expenses, obtain "in-kind services" and donations for event

**13. Roundtable:**

No additional discussions were held during Roundtable.

With no further business Jim Van Luven moved and Rich Gerhardt seconded to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 7:40 p.m.

The next Airport Committee meeting will be **January 30, 2005**.